



clean up kick-off!

**APRIL 23, 2005**

An Area Leaders' role is to assist Keep Loudoun Beautiful during the April 23<sup>rd</sup> *Keep Leesburg Beautiful* Community-wide Clean-up- to coordinate cleanup of their assigned areas, monitor the roads throughout the year, report any extremely littered areas and illegal dumps. Area leaders are always needed, to volunteer, please call the KLB Hotline at 703-771-4231 or the Town of Leesburg at 703-771-2700. Being a KLB Area Leader is a great way to get involved in your community and keep your neighborhood streets free of litter.

## Area Leader Tips

(Keep Loudoun Beautiful Hotline 703.771.4231)

(Town of Leesburg Engineering and Public Works Shop- 703-737-7073)

1. The orange bags will be distributed at Douglas Community Center, Leesburg Town Hall, and the Town Shop. Please avoid using household trash bags. The orange bags are much stronger and also help the town street crew recognize pickup trash versus personal household trash. The bright fluorescent orange bags may also be more visible to passing motorists.
2. We may leave the bags along the roadside in small piles. Please don't use driveways or private property and place the bags well back from the payment or road surface. Try to avoid large piles, because it could encourage unauthorized additions and dumping. Small, scattered piles along the road are preferred by VDOT. VDOT does not pickup on Monday, but the town will. If bags have not been picked up by 6PM Wednesday, please call the town shop.
3. Each Friday, the town picks up individual heavy items such as bed springs, sofas, appliances, refrigerators that are certified to have had the coolant removed, etc. at the curb. Please do not attempt to move heavy items yourself. While residents do not have to call for this special pickup service, if these or other heavy items are present during your clean-up, you may identify them

during your Saturday after-action report. Tag the item with an orange bag or leave filled orange bags next to the item.

5. **Drive** your area and take note of illegal dumps, extremely littered areas and abandoned and/or inoperable cars that might need special attention. Please try to eliminate all dumps on public property in your area with the use of your available manpower. Report to KLB Hotline or town shop, at your earliest convenience those dumps that you cannot handle in your area. Also report any abandoned or inoperable vehicles in your area whether on the roadside, in a field, or someone's yard, to the police non-emergency number, 703-771-4500.

6. Take **pictures**, before, during and after, if you can. Some Area Leaders have in the past sent these in with the Area Leader Reports and they can be useful for publicity.

7. **To obtain volunteer help**, contact local scouts, civic, or church groups in your area. Regional leaders for the Scouts are listed on the Area Leader page on the Keep Loudoun Beautiful website. Post flyers in public places, such as grocery stores, post office, neighbors paper boxes, etc.

8. Call the **present adopt-a-highway volunteers** in your area. Encourage them to participate on April 23<sup>rd</sup> and include their numbers in your report.

9. **Fax, e-mail, or call** in your roadside **pickup** report or return to the Town Manager's Office on Saturday afternoon by 4 pm, 703-771-2700 (voice); 703-771-2727 (fax); or [volunteer@leesburgva.gov](mailto:volunteer@leesburgva.gov). If calling, be prepared to leave you're a voice mail message. When calling in your pickup locations, use the following format:

1. Give your name and Area.
2. Give the name of the "collected" road where the bags etc. have been left in small piles.
3. Give the names of the nearest intersecting roads on either side of the "collected" road section.
4. Give the total number of bags, list any other unusual or large items you may have collected or identified for each location where bags have been left.

Use your area map to keep track of which roads in your area have been covered and which roads need attention

10. **IMPORTANT:** Be sure to complete the **Area Leader Report form** on April 23<sup>rd</sup> and return it to Town Hall in person, mail, or fax it in to the Spring Clean-Up chair listed on the bottom of the form. Please summarize all your pickup call-ins

plus all your helpers' reports. The **statistics** they provide are important to KLB and the town, in that we have the statistics to apply for grants and to report the results of our clean-up efforts to the local media. They also are used to distribute certificates of appreciation to organized groups who are participating. Also, it would be helpful to KLB if you would hand in your area **map page** with your name, phone number, and comments regarding illegal dumps and abandoned and/or dead cars along with you final report.

**11. Where to get the Orange Highway Litter Bags for April 23rd**  
**We encourage you to pick up your orange bags at the Kick-off Celebration on April 23<sup>rd</sup>.** However, we understand that schedules may not permit that. Please note that closer to the event date, bags will be available at the following locations. **With the exception of Douglass Community Center, as of April 1, bags have not yet been delivered.** *Before* going to one of the locations below, please consult the town website, [www.leesburgva.gov](http://www.leesburgva.gov), or the numbers listed to confirm availability.

Douglass Community Center (Bags available year round)  
407 E. Market Street  
Leesburg, Virginia 20176  
Phone: 703-771-5913  
Hours: Mon-Fri; 7 am-10 pm, Saturday- 8 am - 4 pm

Leesburg Town Hall  
25 W. Market Street  
Leesburg, VA 20178  
Phone-703-771-2700 (M-F, 8:30 am – 5 pm, Saturday-April 23 9 am-10 am)

Town Shop  
Engineering and Public Works Department  
7001 E. Market Street  
Leesburg, VA 20178  
703-737-7073 (M-F, 7:30 am – 3:30 pm)